

## SECTION 01310 - PROJECT MANAGEMENT AND COORDINATION

**SPECIFIER S NOTE:** *Insert wording, numbers, etc. as appropriate where [italics in parenthesis] are shown throughout this specification section. Italicized words are used for directions to the specifier and should be filled in. Blue colored text are Notes to Specifier and should be completely deleted from the final text. Red colored text is used for items to be modified. Maintain footer notation in italics with the current version used (e.g. TG01310 v00.04).*

**SPECIFIER NOTES:** *Include in this Section; project coordination requirements, including meetings and site administration, coordination with other contractors for phased or separate projects, coordination of several parts of the work under a single contract or multiple contracts*

### PART 1 - GENERAL

#### 1.01 SUMMARY

- A. Section includes coordination requirements including weekly progress meetings.

**SPECIFIER S NOTE:** *Modify to suit the project.*

#### 1.02 WEEKLY MEETINGS AND SCHEDULE

- A. Contractor shall meet with the Engineer, weekly or other interval as determined by the Engineer, to discuss the progress of the Work. Contractor and / or the Engineer shall determine whose attendance shall be required. Meetings shall be held in the [Engineer s/Contractor s field office] on the same time and day weekly. Coordinate any changes to date and time and meeting location with the Engineer.
- B. For each meeting, Contractor shall take meeting minutes and provide a list stating all items, work or material, which may cause a delay or have an impact on the project s contractual dates. The list shall be inclusive of items requiring action from all responsible parties such as outstanding submittal status, request for information (clarification), force account work, change order, and change proposals. The format of this list shall be at the Contractor s discretion, subject to the Engineer s approval. Submit the list to all parties for discussions as a meeting agenda. Contractor shall provide a plan of corrective action for any item which is delayed or expected to be delayed, where that item impacts the contractual dates.
- C. Contractor shall prosecute the work according to the CPM Schedule. The Engineer shall rely on the reviewed Contractor s CPM Schedule and regular updates for planning and coordination. The Engineer s review of the Contractor s CPM Construction Schedule does not relieve the Contractor of its obligation to complete the work within the allotted contract time. Nor does the review grant, reject or in any other way act on the Contractor s request for adjustment(s) to complete remaining contract work, or for claims of additional compensation. Such requests shall be processed in accordance with other relevant provisions of the contract.
- D. If the State issues a Field Order or Change Order or requires Force Account Work that affects the sequence or duration of work activities noted on the

construction progress schedule, the Contractor shall promptly update the schedule. This shall be accomplished by adding, deleting or revising the work activities noted or changing the logic in the schedule to show the Contractor's plan for incorporating the change into the flow of work. All Change Orders and Time Extension requests that affect the construction schedule shall be evaluated based on their impact on the approved Construction Schedule.

- E. If the current work is behind schedule or projected to be behind schedule, such as negative float on a critical activity and / or inability to meet the Contract Completion Date, the Engineer may require the Contractor, at the Contractor's cost, to take remedial measures to get the project back on schedule. This may require increasing the work force, working overtime and weekends, air freighting materials, or other similar actions.
- F. If at any time the Engineer determines that any critical activity has fallen behind the CPM schedule by 15 calendar days or more, Contractor shall submit a remedial plan to recapture the lost scheduled time. Include a revised schedule. Furnish the remedial plan no later than 7 calendar days from Engineer's notification.
- G. The Contractor shall submit updated schedules and reports as required in the Contract Documents. Failure of the Contractor to comply may be grounds for the Engineer to withhold progress payments on any item of the schedule until contractor fully complies.

#### 1.03 COORDINATION WITH OTHER PRIME CONTRACTORS

- A. Multiple prime contractors performing work under separate agreements with the State will be present near the project location, adjacent to and abutting the Project Contract Limits. This Contractor shall coordinate activities, sequence of work, protective barriers and any and all areas of work interfacing with other Prime Contractor's work. Contractor shall provide a continuity of finishes, walks, landscape, etc. at abutting Contract Limits so no additional work will be required. Any damage to other Prime Contractor's Work committed by this Contractor (or its subcontractors) shall be repaired promptly at no additional cost to the State.

#### ***SPECIFIER'S NOTE: Modify to suit the project***

- B. The Contractor is advised that the following projects may impact the scheduling of the Contractor's work:
  - 1. [University of Hawaii at Hilo Fire Safety Improvements, Phase 2  
DAGS Job No. 11-31-4078]
  - 2. [University of Hawaii at Hilo Modifications for the Physically  
Handicapped  
DAGS Job No. 11-31-4072.]
- C. The Contractor shall coordinate with its subcontractors and keep them informed of any work from the other Projects that may affect the site or the subcontractor's work. If the Contractor has any questions regarding its coordination responsibilities or needs clarification as to the impact in

scheduling of its work and the work of other projects, this Contractor shall notify the Engineer in writing.

- D. Subject to approval by the Engineer, this Contractor shall amend and schedule its work and operations to minimize disruptions to the work and operations of other projects.
1. Relocate and / or remove and replace temporary barriers, fencing supports or bracing to allow work by others to proceed unimpeded. Do not remove required barriers supporting work until specified time or as approved by the Engineer. This does not relieve the Contractor of the responsibility of proper coordination of the work. If directed by the Engineer, leave in place any temporary barriers.
  2. Coordinate work that abuts or overlaps work of the other projects with the Engineer and other Prime Contractors to mutual agreement so that work is 100% complete with continuity of all materials, systems and finishes.
  3. When directed by the Engineer, provide access into the construction zone to allow the other project s Contractor(s) to perform their Work and work that must be interfaced.
  4. Contractor shall adjust and coordinate its Work and operations as required by the other projects as part of the Work of this contract without additional cost or delay to the State.

***SPECIFIER S NOTE: For University of Hawaii at Hilo Projects. Insert paragraph 1.04. Confirm the University s requirements or if required in other project.***

**1.04 PHOTO DOCUMENT EXISTING CONDITIONS**

- A. Prior to the start of jobsite work, the Contractor shall photo document the existing conditions at the site and file with the Engineer one complete set of documents.

**END OF SECTION**